

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120155-3

REPORTS INVENTORY				DDSD/OL/SD-97	
PREPARE IN DUPLICATE				XXXXXXXXXX	
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
Property On Loan to Others Acquisition Difference 4255				<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY	
		MEDICAL		<input checked="" type="checkbox"/> FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2		Semi-Monthly		2	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer Print-Out		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO 306			
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
OCS, OL/SD/FSB, OL/B&F					
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS					
	1 page	.03		.03	24 .72
TOTAL COSTS PER YEAR					.72
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
See 14					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain), <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE				MAN-HOURS DOLLARS	
15. DATE OF INVENTORY				17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	
5 Oct 70				18. EXTENSION	
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FORM 112

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(22-36-43)